

Request for Records Disposition Authority

Records Schedule Number	DAA-0148-2022-0003
Schedule Status	Approved
Agency or Establishment	Commission on the Naming of Items of the Department of Defense that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America
Record Group / Scheduling Group	Records of Commissions of the Legislative Branch
Records Schedule applies to	Major Subdivision
Major Subdivision	The Naming Commission
Schedule Subject	Records of the Naming Commission (Temporary)
Internal agency concurrences will be provided	No
Background Information	<p>Created by Congress and commonly referred to as the "Naming Commission" per the William "Mac" Thornberry National Defense Authorization Act for 2021 (Public Law 116-283, January 1, 2021 370), the mission of the "Commission on the Naming of Items of the Department of Defense that Commemorate the Confederate States of America or Any Person Who Served Voluntarily with the Confederate States of America" is to provide naming, renaming, and removal recommendations to Congress for all Department of Defense items that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America. The Naming Commission reports to the House Armed Services Committee and Senate Armed Services Committee.</p> <p>The Naming Commission will deliver an in-progress briefing by October 1, 2021, and a final report by Oct. 1, 2022, to the House Armed Services Committee and Senate Armed Services Committee that includes a list of identified assets, the costs to remove or rename them, and the criteria and methods we developed to identify those assets.</p> <p>The complete duties of the commission, as written in the William "Mac" Thornberry National Defense Authorization Act for 2021, are: Assess the cost of renaming or removing names, symbols, displays, monuments, or paraphernalia that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America; Develop procedures and criteria to assess whether an existing name, symbol, monument, display, or paraphernalia commemorates the Confederate States</p>

of America or person who served voluntarily with the Confederate States of America; Recommend procedures for renaming assets of the Department of Defense to prevent commemoration of the Confederate States of America or any person who served voluntarily with the Confederate States of America; Develop a plan to remove names, symbols, displays, monuments, or paraphernalia that commemorate the Confederate States of America or any person who served voluntarily with the Confederate States of America from assets of the Department of Defense, within the timeline established by this Act; and include in the plan procedures and criteria for collecting and incorporating local sensitivities associated with naming or renaming of assets of the Department of Defense.

Established by legislation in January 2021, the Commission is composed of eight members appointed by Republican and Democratic leaders in the Congress and by the Secretary of Defense. Sworn in on March 2 and March 17, 2021, the Commissioners bring together diverse experiences from service in the military, public office, Congress, and nonprofit organizations. By statute, the Commission will sunset on October 1, 2022.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

Outline of Records Schedule Items for DAA-0148-2022-0003

Sequence Number	
1	Administrative Office Files Disposition Authority Number: DAA-0148-2022-0003-0001
2	Non-Substantive Media Disposition Authority Number: DAA-0148-2022-0003-0002

Records Schedule Items

Sequence Number	
1	<p>Administrative Office Files</p> <p>Disposition Authority Number DAA-0148-2022-0003-0001</p> <p>Records accumulated that relate to the internal administration or housekeeping activities of the Commission and include office level administrative policies, procedures, and files related to their development; daily calendars or schedules of Commission staff; informal requests and tracking of personal training, travel, supplies and equipment, excluding procurement and payment records that are accountable; internal office activity and workload reports; studies and analysis of office administrative functions and activities; minutes of internal meetings related solely to administrative activities; continuity and emergency contact information; copies of personnel files where the originals are maintained outside of the Commission; public affairs: logistics, planning, and correspondence with the general public unrelated to research that the Commission does not act upon; records related to developing speeches, publications, education material, posters, or public outreach materials. The Privacy Act applies to several of these files.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Electronic format</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Retention Period Destroy when business use ceases or the Commission sunsets, whichever comes first.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Non-Substantive Media</p> <p>Disposition Authority Number DAA-0148-2022-0003-0002</p> <p>These records include audio and video recordings used to create meeting minutes and transcripts. The records also include graphics and images used to create reports, press releases, and other commission publications.</p> <p>Final Disposition Temporary</p>

Item Status	Active
Is this item media neutral?	No
Explanation of limitation	Electronic format
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Retention Period	Destroy immediately after termination of the Commission.
Additional Information	
GAO Approval	Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/20/2022	Certify	William Patty	Archivist	The Naming Commission - The Naming Commission
11/04/2022	Submit for Concurrency	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
11/10/2022	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
11/10/2022	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
11/16/2022	Approve	Debra Wall	Deputy Archivist	National Archives and Records Administration - ND Archives I Office